

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: www.azguard.gov/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 11-366T OPENING DATE: 27-Oct-2011 CLOSING DATE: 28-Nov-2011

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

FLIGHT SERVICES SPECIALIST, GS-2101-09, TCD1458000, E5/SSgt-E7/MSgt

APPOINTMENT FACTORS: OFFICER ☐

ENLISTED ☒

SALARY RANGE:

\$47,448.00-\$61,678.00 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

162nd Fighter Wing, Tucson, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (162nd FW) and must possess the following AFSC: 1C3X1

KNOWN PROMOTION POTENTIAL: NONE

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership of the 162nd FW, Arizona Air National Guard**. Individual selected will receive a Permanent Appointment subject to the completion of a one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).

NOTE: Must possess a current valid drivers licence.

NOTE: This position is subject to rotating or night shift work, weekends, and holidays.

NOTE: Member must be eligible for Top Secret Clearance.

NOTE: Member must provide current fitness score.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Skill in applying comprehensive working knowledge of Airfield Management / Command and Control /Flight Services operations, procedures, and practices.
2. Ability to provide preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. .
3. Knowledge and skill in briefing aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions.
4. Ability to maintain current NOTAM file IAW governing directives and other required flight information and aeronautical publications.
5. Knowledge and skill in reviewing and correcting flight plans, providing information on changing weather conditions, recording flight plans in an automated system.
6. Ability to effectively communicate both orally and in writing.
7. Knowledge of Operational Reporting (OPREP-3).
8. Knowledge of Emergency Action Procedures (EA).
9. Knowledge of Communication Security (COMSEC).

SPECIALIZED EXPERIENCE: Must have 24 months experience comprehensive working knowledge of Airfield Management / Command and Control / Flight Services operations, procedures, and practices.

BRIEF JOB DESCRIPTION: This position works directly for the Installation Commander and is responsible for coordinating and maintaining liaison with all military, federal, and local agencies concerning aircraft emergencies, search and rescues operations, natural disasters, state and local emergencies, flying operations, and airspace utilization. Performs Operational Reporting (OPREP-3), Emergency Action (EA) Procedures, and Communication Security (COMSEC). Monitors primary crash phone system, and activates and transmits emergency information on secondary crash phones. Responsible for Mass Notification Systems and unit recall activities. Use sound judgment to advise the commander on determining appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Activates secondary crash phone network for in-flight and ground emergencies. Operates FAA flight planning communications equipment for input of flight plans, receives arrival/departure messages, investigates overdue aircraft and notifies the appropriate authorities. This position provides direct support to the unit, state and higher headquarters. The incumbent frequently works independently on standard and extended and/or rotating shifts. Provides preflight briefings to all aircrews, including those of foreign governments on domestic and international flight plans. Performs quality control on proposed flight plans. Briefs aircrews on noise abatement and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. The ability to brief pilots on alternate airfield facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, airfield obstructions, and other information necessary for mission success. Initiates and cancels NOTAMs on airfield facilities/conditions. Maintains current NOTAM file IAW governing directives and other required flight information and aeronautical publications.

SELECTING OFFICIAL: Lt Col Andrew J MacDonald COMM: 520-295-6108
